

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-2

SUBJECT: DEPARTMENT GOALS
AND OBJECTIVES

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: APRIL 3, 2007

ISSUED BY: _____
Acting Chief of Police

APPROVED BY: _____
City Manager

POLICY:

The basic roles and authority of the Falls Church Police Department are established by City Code, as authorized by the Code of Virginia. These broad statements must be further defined in a system of goals and objectives for the Department, the attainment of which can be readily measured and identified. With this definition of goals and objectives, three broad purposes are served. First, all employees are given direction and unity of performance and can see that their efforts have a direct relationship to accomplishing the specific goals and objectives of the Department. Second, each division, section, and shift can establish measurable sub-objectives which contribute to the accomplishment of Department objectives. Third, members of the public are provided with a way to measure the performance of the Department.

Goals and objectives once established must be updated annually. Input must be sought from all employees as a means of improving the relevancy and coverage of goals and objectives. Each division, section, and shift will annually develop written goals and objectives, and will report progress made towards their attainment. All personnel must be aware of Department goals and objectives.

PURPOSE:

The purpose of this General Order is to establish procedures for the development of Department goals and objectives to be incorporated into a Multiyear Strategic Plan.

PART I. PROCEDURES

A. General:

1. The City of Falls Church Police Department will formulate, annually update, and distribute to all personnel written goals and objectives for the Department and for each component (division or section) within the Department.
2. The procedures utilized to obtain input from all personnel in the development of the Department's goals and objectives include the following:
 - a. Current goals and objectives are posted within the Department;
 - b. During the revision of the goals and objectives, input will be sought from all personnel through the chain of command;
 - c. Draft goals and objectives will be circulated through the Command Staff for comment prior to finalization.
3. Annually, the Commander of each component will submit a report to the Chief of Police evaluating the progress made toward the attainment of goals and objectives.

B. Definitions:

1. Goals are stated in broad, almost immeasurable terms, and are based on the duties assigned to the Department by City Code and statute. Since the goals are largely set in place by an external political process, goals will tend to remain the same year after year. Goals are long term guides that provide solid direction, provide guidance and stability for planning, and look to the future.
2. Department objectives are specific, measurable, obtainable statements of actions to be accomplished. One or more Department objectives, if satisfactorily attained during a year, should effectively contribute toward attainment of a Department goal.
3. Department strategies are the methods by which objectives can be reached.

4. Personal objectives may be set by each Command level employee based on Department goals and objectives.

Example: Commanders, whose performance is evaluated by the Chief of Police, are asked to establish a set of personal objectives which are discussed with and agreed upon by the Chief. Commanders are then evaluated based on their attainment of the agreed upon personal objectives and their resultant contribution toward the attainment of Department objectives.

5. Evaluation of the achievement of goals and objectives is essential in determining the extent to which objectives were achieved and identifying reasons for successes and failures. Evaluation should include an assessment of the:
 - a. Amount of activity that takes place (effort).
 - b. Extent to which the performance is adequate to the total amount of need (adequacy).
 - c. Ratio between effort and performance or how much we are getting for our money (efficiency).
 - d. Results of effort (effect).

PART II. PROCESS

- A. Each year the Chief of Police will solicit input into goals and objectives to be set for the following fiscal year. The setting of the Department's Goals and Objectives will be coordinated with the development of the Department's annual Budget.
- B. The Goals and Objectives will serve to enhance the Department's Mission and will be discussed throughout the year at staff meetings, as appropriate.

GENERAL ORDER	Number: 1-2
DEPARTMENT GOALS AND OBJECTIVES	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.03.01, ADM.04.01, ADM.20.01 AND ADM.21.01	
Replaces: 9/24/87, 12/4/02	Issue Date: April 5, 2007
Authorization: Acting Chief Harry W. Reitze	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-3

SUBJECT: RIDE ALONG PROGRAM

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: OCTOBER 5, 2011

ISSUED BY:

Chief of Police

APPROVED BY:

City Manager

POLICY:

This program is designed to allow specific persons to voluntarily accompany police officers on their rounds to observe police activity and better understand policing in the City of Falls Church. As a general rule, ride alongs are not permitted. However, there are specific exceptions as outlined in this Order.

PURPOSE:

The purpose of this General Order is to establish who may ride along and the procedures which are to be followed.

PART I. PROCEDURE

A. Members of the City Council:

1. Any City Council Member may ride along at anytime without prior approval or the need to execute the waiver form.
2. Council Members are not bound by the four (4) hour limit.

B. City Employees:

1. Any City employee who is actually performing a City duty in conjunction with the Police Department.

2. No waiver is necessary.
 3. Approval may be granted by the shift supervisor.
- C. Officers From Other Jurisdictions:
1. Any officer who is performing a joint function with this Department.
 2. Any Virginia certified officer.
 3. No waiver is necessary.
 4. Approval may be granted by the shift supervisor.
- D. Guests:
1. Visiting dignitaries, family members, students, or other members of the general public may from time to time be granted special permission by the Chief or designee.
 2. Waiver and Release and Ride Along Application forms are required for each and every occurrence where a ride along is requested. The approval of a Ride Along Application stands for the designated period defined in the application. Individuals desiring a ride along must re-apply each and every time.

PART II. LIMITATIONS

- A. Ride alongs may request a specific host officer. If none is requested, the shift supervisor will assign one. Officers may, through their supervisor, request to not be assigned a ride along, however supervisors retain the authority to assign a ride along if there is no volunteer host officer.
- B. Ride alongs shall be for a specific four (4) hour period (or less) unless special limitations or extensions are granted by the Chief of Police.
- C. Ride along observers are just that. They are not allowed out of the vehicle except at the direction of the host officer.
- D. Ride along participants will obey any direction given by the host officer in respect to the participant's actions, his/her movements, and leaving the patrol vehicle.
- E. Should the officer enter into a pursuit situation, the participant, with the exception of a law enforcement ride along, will be dropped off immediately. The officer will advise dispatch as to the location of the

participant. The participant will remain at that location until picked-up by another unit.

- F. Participants are not permitted to accompany officers into the homes of persons engaged in a domestic dispute. This is a privacy issue and may not be overridden.
- G. A participant may not enter into a physical struggle or confrontation with any person unless the officer is being overcome by the individual and no other assistance is present or the participant is in physical danger him or herself.
- H. Participants shall be reminded that any information learned during this tour of duty that pertains to the background of any individual, criminal investigations in progress, or operating procedures of the police department are confidential. In certain cases release of this information to another party is prosecutable under Virginia Law.
- I. Participants are expected to dress appropriately for the ride along. Business casual is acceptable; no jeans, tee shirts, or team or logo jackets. If the shift supervisor feels that the participant is not dressed according to police department standards (governed by General Order) the participant may be refused the ride along.
- J. Individuals must be at least 16 years of age to participate in the Ride Along Program. The only exception is for individuals participating as part of the Falls Church City Public School System "Job Shadowing Day."

PART III. Request Process

- A. Individuals wishing to participate in the Ride Along program must complete the Waiver and Release form (PD 1-3) and complete the Ride Along Application form (PD 1-3A) and submit them to the Operations Commander at least seven (7) days in advance of the requested ride date. Under extenuating circumstances, the commander or Chief of Police may override this time limit requirement.
- B. The Operations Commander reviews the request and runs a VCIN check on the participant. The Ride Along request is then approved or disapproved by the Chief of Police.
- C. The Operations Commander will notify the individual of any disapproval. Approved requests will be forwarded to the appropriate shift supervisor who will notify the officer involved. A copy of the Waiver and Release form shall be given to the shift supervisor.

- D. When the participant appears for the ride along, the officer assigned will give the participant a copy of the Ride Along Program Rules and Regulations (PD 1-3B) for the participant's signature. The signed form is then forwarded to the Operations Commander. A subsequent VCIN check is run on the participant by the shift supervisor.
- E. The Operations Commander will maintain all completed ride along related forms.

PART IV: RESPONSIBILITY

A. Officer:

- 1. Officers are reminded that during the Ride Along, they are in sole command of the unit and the situation. Participants are also the responsibility of the officer and consideration for the welfare of the participant is paramount. Therefore, whenever there is any doubt in the mind of the officer regarding the safety of the participant he/she shall take all possible measures to ensure the safety of the participant. Officers are reminded that during the ride along the officer is a representative of the police department and that his/her conduct should reflect the mission and core values of this agency.
- 2. At any time the officer feels that the ride along participant is not following instructions or interfering in the normal process of law enforcement patrol or operations, the officer will return the participant to the police department headquarters and terminate the ride along. The officer will so advise his/her supervisor of this action.

B. Shift Supervisor:

- 1. The shift supervisor shall be aware that a Ride Along is in progress and make it a point to meet with the participant during the period of the Ride Along. He/she shall ensure that the officer is aware of the responsibility of the officer in the welfare of the participant, and at the same time make sure that the participant understands his/her role.
- 2. Should the officer decide to terminate the Ride Along, the shift supervisor should confer with the officer to learn the reason for the termination. Only in the most extreme circumstance should the shift supervisor override the officer in this decision and if that is done the participant should be assigned to another officer for the remainder of the period.

3. Shift supervisors are responsible for ensuring that the participant has signed the Ride Along Program Rules and Regulations and the Waiver and Release forms before entering the field. The shift supervisor will run another VCIN check at the time of the actual ride along.

GENERAL ORDER	Number: 1-3
RIDE ALONG PROGRAM	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: N/A	
Replaces: 9/24/87, 6/18/99, 04/03/07	Issue Date: November 29, 2011
Authorization: Chief Harry W. Reitze	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-4

SUBJECT: LINE/STAFF INSPECTIONS

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: APRIL 9, 2007

ISSUED BY:

Acting Chief of Police

APPROVED BY:

City Manager

POLICY:

The Chief of Police is responsible for establishing and maintaining a system of inspection to obtain the information needed to direct the operation of the Police Department. Although the ultimate responsibility for inspection and control rests with the Chief, it is necessary that it be carried out continually at all levels.

The goal of inspection is operational efficiency and effectiveness, as well as ensuring all Police Department owned equipment is properly accounted for and serviceable.

PURPOSE:

The purpose of this General Order is to establish policy and procedures for continuous inspection of the Falls Church Police Department's personnel, resources, and operational effectiveness.

PART I. ADMINISTRATIVE

- A. Inspections are an ongoing activity to ensure that employees are acting in concert with agency requirements for professional appearance, use and maintenance of assigned equipment, and adherence to agency directives and orders.

B. Inspection Objectives:

1. Ensure equipment accountability;
2. Ensure the issued equipment is serviceable, fits properly (if applicable), and presents a professional, neat appearance to the public (if applicable);
3. Review the use and maintenance of equipment;
4. Identify any specific needs.

PART II. LINE INSPECTIONS

A. Procedures to be used in line inspections:

1. The Commander of Operations is responsible for coordinating the line inspection program. This coordination will be delegated to the Department Quartermaster in the case of Department issued uniforms and personal equipment.
2. For other property, the Commander of Operations will designate the person most directly responsible for the accountability and serviceability of those items.
3. Daily inspections of equipment and the operational readiness of employees to respond to required duties properly is a major duty of first-line supervisors.
4. Annual inspections for serviceability and accountability shall be completed by the Department Quartermaster, and a detailed report of the results of that inspection submitted to the Commander of Operations by December 31.

B. Inspections shall include a personal review by the supervisor of:

1. All equipment used;
2. How the equipment is cared for;
3. The condition of the equipment;
4. The maintenance, care, and condition of wearing apparel;

5. Equipment/clothing needed; and
6. The dates and results of inspections shall be recorded. When appropriate, counseling forms and commendatory memos should be prepared and sent forward through command.

C. Frequency of Inspections:

1. A detailed inspection shall be conducted by the Commander of Operations, through the Department Quartermaster, at least annually.
2. First-line supervisors should visually inspect equipment and uniforms on a daily basis.
3. All supervisors and command staff personnel are responsible for the continuous inspection of the operational orders and procedures of the Department.

D. Responsibilities of individual supervisors related to the conduct of inspections and the correction of conditions observed within each organizational function:

1. Supervisors performing inspections shall note any observed deficiency and ensure it is corrected.
2. Deficiencies will be corrected and procedures will be reviewed to assist in eliminating repetitive problems.
3. Uniform Patrol personnel will be the responsibility of the Commander of the Operations Division.
4. Investigations, Records and Communications personnel shall be inspected by the Commander of the Services Division.
5. Community Services, School Crossing Guards, and Problem Oriented Policing, Animal Control and Parking Enforcement personnel shall be inspected by their immediate supervisor.
6. A detailed description of the current state of equipment and uniforms shall be forwarded to the Commander of Services for inclusion in an annual summary report of line inspection activities.

- E. Inspections that require a written report include:
 - 1. All annual line inspections;
 - 2. Weapon inspections conducted by firearms instructors or supervisors in which deficiencies are observed (safety or general condition);
 - 3. Misuse, carelessness, or the blatant disregard for Department equipment and material, due as noted.

- F. Follow-up procedures to ensure correction action effectiveness:
 - 1. First-line supervisors will take immediate corrective action on any observed deficiency, providing counseling and documenting the problem as appropriate.
 - 2. Command personnel will review all deficiencies documented by the first-line supervisors and consider additional corrective measures, if necessary.
 - 3. A follow-up inspection will be conducted by the first-line supervisor to ensure adherence to standard operating procedures.
 - 4. Any incident of a serious nature that would require punitive measures will be forwarded through the chain of command for action and review.

PART III. STAFF INSPECTIONS

- A. Procedures used in conducting staff inspections:
 - 1. The staff inspection is directed by the Chief of Police, and conducted by the Command Staff personnel. The staff inspection focuses on procedures of organizational components, functions, facilities, property (including vehicles), equipment, and personnel. The purpose is to ensure efficiency and effectiveness of the operation and to monitor compliance of policy. Staff inspections will be conducted at least once every two years and documented on a Staff Inspection Form (PD 1-4B) and included with a summary report to the Chief of Police.

2. Organizational component inspections will be conducted at staggered intervals of the following areas to include assurance that timely inspections and reports are completed:
 - a. Property/evidence control function – quarterly inspections, annual audit and unannounced inspection, final disposition of property within six months
 - b. Operational readiness weapons and specialized equipment to include armory – semi-annual inspection
 - c. Holding Facility – Holding Facility Inspection Log – Annual Compliance
 - d. Internal Affairs function – Annual Report
 - e. Records and Emergency Communications components – quarterly traffic accident reports, quarterly cash fund account
 - f. Investigations Unit function – quarterly confidential fund account, annual equipment inventory
 - g. Uniform Patrol field operations – annual line inspection reports and equipment lists, annual review of emergency operations plans, use of force policy and goals and objectives, annual concerns, potential problems, recommended actions are all addressed annually.
 - h. Training – on going K-9 training, on-going training on bias based policing, annual weapons qualification, biennial baton, OC refresher training, annual bloodborne pathogens training, annual Skills, Knowledge and Ability Inventory, career development program evaluation (every two years)
 - i. Community Relations/SRO functions – annual activity reports, annual report of concerns, potential problems and recommended actions from the community
 - k. Chief's Office – Annual Report, Capital assets inventory, quarterly petty cash fund account

3. Announced inspections will be posted and scheduled reviews will be conducted.
 4. Unannounced inspections should be performed on those functions critical to the integrity of the agency. Such functions include Internal Affairs, Records, and property/evidence management. These inspections are the responsibility of the Chief of Police, and shall not be performed by personnel held responsible for the function on a normal basis.
 5. All inspections shall be documented and forwarded to the Commander of the Services Division for inclusion in an annual summary report.
- B. Procedures utilized to follow up on recommendations made as a result of staff inspections:
1. If deficiencies are observed, the appropriate supervisor or employee will be notified in writing of the corrections required and will be given a date for completion. The Services Division Commander will follow up to ensure the condition is corrected.
 2. Any staff inspection that results in the observation of a deficiency that impairs, or may potentially impair, the efficiency and effectiveness of the Police Department operation shall be documented in writing and forwarded directly to the Chief of Police
 3. Recommendations shall be documented in writing and forwarded to the appropriate commander, supervisor, and/or employee responsible for the function involved.
 4. All recommendations made shall include:
 - a. Corrective measures required; and
 - b. Time limit to complete corrective measure; and
Instructions on reporting results of actions taken.

PART IV. INSPECTION AND INVENTORY OF ARMAMENT.

- A. The Services Division Commander shall have an inspection and inventory made of the Department armament at least twice each year. A copy of the report shall be forwarded to the Chief of Police. The report will include a

list of all firearms by serial number and type, chemical agents, ammunition, body armor, and special equipment.

- B. The Department firearms instructors are responsible for ensuring ammunition used is replaced. The Operations Division Commander will supervise this function.
- C. Department-owned armament shall not be loaned to any person or agency without the written consent of the Chief of Police.

GENERAL ORDER	Number: 1-4
LINE/STAFF INSPECTIONS	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.19.01 and ADM.15.04	
Replaces: 9/24/87, 12/4/02	Issue Date: April 9, 2007
Authorization: Acting Chief Harry W. Reitze	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-5

SUBJECT: MEDIA AND COMMUNITY
RELATIONS

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: APRIL 3, 2007

ISSUED BY: _____
Acting Chief of Police

APPROVED BY: _____
City Manager

POLICY:

One of the first and most fundamental considerations of this nation's founders in drafting the Bill of Rights was to provide for a free press as an essential element of the First Amendment to the Constitution. They recognized that a well-informed citizenry is vital to the effective functioning of a democracy. Police operations profoundly affect the public and therefore arouse substantial public interest. Likewise, public interest and public cooperation bear significantly on the successful accomplishment of any police mission. The police should make every reasonable effort to serve the needs of the media in informing the public about crime and other police problems. This should be done with an attitude of openness and frankness whenever possible. The media should be told all that can be told that will not impinge on a person's right to a fair trial, impede criminal investigation, imperil a human life, or endanger the security of the people. In such cases, the minimum information should be given which will not impinge on the four areas and we should merely state that nothing more can be said.

In all other matters in our relationship with the media dealing with current news, every member of the Department should make every reasonable effort consistent with accomplishing the police task in providing the media representative with full and accurate material.

PURPOSE:

The purpose of this General Order is to provide guidelines as to types of information which may be released to media representatives, to specify some types of information which may not be released, to identify who may release information, and to establish procedures for media representative relationships with the Police Department.

PART I. THE PUBLIC INFORMATION PROCESS

- A. The City of Falls Church Police Department is committed to informing the community and the news media of events within the public domain that are handled by or involve the agency.
- B. The public information function.
 1. The assisting of news personnel in covering routine news stories and at the scenes of incidents is a priority function. This will be accomplished by:
 - a. The distribution of information related to crimes and incidents on a weekly basis by the Department;
 - b. The review of follow-up investigative reports; and
 - c. The establishment of a central location at the scene of major incidents to provide news media information.
 2. The City of Falls Church Communications Office shall be available for on-call response to assist the Department in providing information to the news media.
 3. The preparation and distribution of all news releases shall be the joint responsibility of the Communications Office and the Commander of the Services Division. A draft release will be prepared at the direction of the appropriate command staff officer and then reviewed by the City Communications Director or designee prior to release. If the Communications Director is not available, the Commander of the Services Division may designate an officer to prepare and disseminate the information.
 4. The arranging, assisting, and preparation of news conferences shall be the responsibility of the Communications Office. The location and content of news conferences will be the shared responsibility of the command staff and the Communications Director. News conferences should be considered the most efficient process of disseminating information to the media when

a major incident has occurred.

5. The coordination and authorization of the release of information concerning victims, witnesses, and suspects shall be governed by the following:
 - a. The review of the case/incident by command staff and the Communications Office of any special requests;
 - b. Routine release of information shall be controlled by the Communications Office;
 - c. No information shall be released that may hinder or impede investigative efforts; and
 - d. Strict consideration should be given in relation to information released about victims, witnesses, or suspects that is not generally categorized as public information (i.e., victims of sex crimes, witnesses who should remain anonymous).
 6. The City Communications Director shall assist the Department in the release of information related to crisis situations within the Department by the preparation of news releases and the scheduling, if necessary, of news conferences (i.e., a serious injury or death of an officer). All activities in this regard shall be approved by the Chief of Police, or in that individual's absence, a command level officer.
 7. The coordination and authorization of the release of information concerning confidential investigations and operations shall be approved initially by command level staff and forwarded to the Chief of Police. The Communications Office will ensure that all information of a confidential source is approved by Department command staff prior to release, and declassified as "confidential."
- C. The position within the agency responsible for the public information function shall be the Commander of the Services Division. The City of Falls Church Communications Office will work closely with all command staff to provide media information in a timely and effective manner.

PART II. PUBLIC INFORMATION PROCEDURES

- A. Press Releases:
 1. Frequency of press releases:

- a. Monday through Friday general information on crimes and incidents will be released by the Communications Office;
 - b. Media releases covering major incidents or crisis situations will be prepared by the Communications Office, with the assistance of the Services Division Commander, and disseminated as information becomes available;
 - c. Special requests from the media concerning events, departmental issues, or community concerns will be answered as quickly as possible (within 24 hours unless extenuating circumstances exist);
 - d. Follow-up reports on major incidents/crimes will occur as they develop and as they are investigated and controlled; and
 - e. Information that involves public safety and awareness issues will be disseminated through the media as needed (Halloween, holiday traffic enforcement, school safety, etc.).
2. Subject matter included/authorized for release shall be governed by the following procedural guidelines and released through the Communications Office:
- a. the type of event/crime;
 - b. when and where the event/crime occurred;
 - c. a brief synopsis of the incident;
 - d. information concerning property loss, physical injuries or death (after notification of next of kin);
 - e. information concerning the type of investigation And the possible length of the investigative action;
 - f. the existence of suspects, if it is determined that public assistance is needed to locate the person;
 - g. if a warrant has been executed, then the name, address (general 100 block), age, charge, location of arrest, whether or not held in custody, and the condition(s) of release can be released concerning the arrestee; and

- h. no direct information shall be released in reference juvenile victims, suspects, complainants, or witnesses, other than general summary information of the event.
 - 3. Media recipients shall be provided information in such a manner to ensure equal access:
 - a. press releases issued in bulletin form;
 - b. a publicized central telephone contact number;
 - c. Monday through Friday summaries available through the Communications Office; and
 - d. major events or incidents shall be released via television, radio, and newspaper sources by direct contact (a current list of media representatives will be maintained by the City of Falls Church Communications Office).
 - B. Department officials authorized to release information to the news media.
 - 1. At the scene of an incident:
 - a. The City of Falls Church Communications Director shall be the central contact and coordinating point for the release of information. If the Communications Director is not available, the Commander of the Services Division shall perform the function.
 - b. Officers with first-hand information and knowledge may be directed to provide information upon the approval of command level staff.
 - c. If the Communications Director or the Services Division Commander are not available on scene, the ranking police official should provide a brief synopsis to the media if so requested.
- Example: "There has been a reported (type of incident) at (location). It (has/has not) been confirmed and further details will follow as soon as the Communications Director arrives on scene." (NOTE: Communications personnel shall be advised of the same information and will disseminate the summary to media inquiries.)

2. Release of information from Department files (official records) shall be only authorized by command level staff and will normally be released by the Communications Director. In some circumstances, members of the command staff may directly release information, but only when it increases the expediency or effectiveness of the action.
3. The release of information concerning ongoing criminal investigations shall be restricted to the approval of command level staff. The Commander of the Services Division shall be the control officer for all information related to ongoing criminal investigations. Direct media inquiries concerning ongoing investigations shall be responded to promptly, using the City Communications Director as the facilitator.
 - a. Information that may be released regarding ongoing criminal investigations includes:
 - (1) that which assists in locating suspects/evidence;
 - (2) photographs of the accused if a warrant has been issued;
 - (3) cautions on dangerous conditions involved if encountering the suspect; and
 - (4) an overview summary of the crime under investigation.
 - b. Information that should not be released regarding ongoing criminal investigations without the authority of command level staff and the Commonwealth's Attorney includes:
 - (1) the prior criminal record of the accused;
 - (2) the existence of any confession or admission of guilt by the accused; and
 - (3) the results of any examinations or tests conducted (polygraph, DNA, fingerprints, etc.).
 - c. Information that shall not be released regarding ongoing criminal investigations, or concluded cases:
 - (1) the identity of victims of sex-related crimes;

- (2) the identity of suspects for whom a warrant or summons has not been issued, or indictment returned;
 - (3) the identity of any juvenile arrested;
 - (4) the name of any juvenile arrested who has been certified as an adult by the Circuit Court (exception: a judge may authorize release of juvenile information when the crime is a Class 3 felony or above, or when the juvenile has been sentenced as an adult); and
 - (5) the names of deceased prior to notification of next of kin; and
 - (6) information concerning the planning of raids or other specialized enforcement efforts.
- d. Additionally, Department personnel shall not provide an opinion of the guilt or innocence of the accused, or offer their view regarding the merits of a case.
 - e. Any information released concerning ongoing criminal investigations will be reported as soon as possible to the Communications Director, with notification forwarded to the Chief of Police.
- C. Access of news media representatives, including photographers, to incident scenes:
1. At the scenes of major fires, natural disasters, catastrophic events, or crimes, news media representatives should not be in a position to interfere with law enforcement operations. A central staging area shall be established for the media that provides safety, convenience, and access to the general incident area.

Other guidelines established include:

- a. limitations placed on the media shall be explained to media representatives;
- b. access can be denied to media representatives based on legitimate law enforcement or safety reasons; and
- c. as soon as possible, media representatives should be assisted in gaining access to the scene, however, Police

Department personnel may not authorize media to trespass on private property.

2. The perimeter of crime scenes consists of two zones:
 - a. an inner perimeter established to protect evidence, assist victims, and contain suspects/violators within the immediate area of the event. Access to the perimeter should never be allowed without the authority of the ranking Department official on scene; and
 - b. an outer perimeter that controls egress and ingress to the general area of vehicular and pedestrian traffic.
Photographers and media representatives shall be contained at a designated location at the outer perimeter.
3. The following procedures are established for the release of information when other service agencies are involved in a mutual effort. "Service agencies" includes all criminal justice agencies and public service organizations that the Department may have contact with (fire department, coroner, Adult Protective Agency, Child Protective Agency, prosecutor's office, court system, etc.)
 - a. The agency having primary jurisdiction shall be responsible for coordinating and releasing all related information.
 - b. All public inquiries for the release of information pertaining to the Department's involvement in mutual efforts shall be referred to the Chief of Police.
 - c. The Communications Director will refer media inquiries to the primary jurisdiction responsible for the mutual effort.
- D. Department officials providing information to the media should give their names and rank. No information of a personal nature, i.e. address, telephone numbers, shall be released.

PART III. COMMUNITY RELATIONS

- A. The Department is committed to establishing close ties with and responding to the needs of the community. All contacts, official and unofficial, between departmental employees and citizens, in any grouping in our community, constitute a vital part of the Department's Community Relations Program.
- B. The Community Relations function is established in the Department and shared within the following positions:

1. Lieutenant assigned to special projects has the responsibility for, and is the primary manager of, the Community Relations function;
2. Community Services Officer, with responsibility for crime prevention, business support activities, traffic safety education, coordinating school related educational programs and managing the "Crime Solvers" program efforts;
3. Services Division Commander, who assists in the preparation and distribution of information related to crime and incident analysis, provides specific information to citizen advisory groups and acts as the contact point for the media when the Communications Director is not available; and
4. Each officer and employee has the responsibility to promote positive community relations through their contact with citizens. The responsibility for achieving the agency's community relations objectives is shared by all personnel.

C. Community Relations Plan:

1. The establishment of liaison with formal community organizations and other community groups shall be accomplished through the following means:
 - a. formal participation in group meetings;
 - b. direct contact with business, civic, and citizen advisory groups;
 - c. presentation of programs addressing crime prevention, crime analysis, operational objectives, budget projections, and special activities; and
 - d. pre-planned media releases in support of departmental programs.
2. The development of community relations policies that guide the entire agency will be achieved by:
 - a. soliciting community input regarding agency activities and responsiveness to community needs via citizen questionnaire survey; and

- b. designing specific objectives under the "Public Service" heading within the published departmental goals and objectives.
 3. The Department will publicize agency objectives, problems encountered, and successes experienced through:
 - a. annual reports that analyze incidents and crimes;
 - b. forwarding copies of the agency goals and objectives to the City of Falls Church Communications Office for dissemination;
 - c. media releases on major incidents and crimes; and
 - d. special reports prepared at the request of citizen groups or advisory boards.
 4. The conveying of information transmitted from citizen organizations to the Department will be accomplished by forwarding written reports directly to the Chief of Police. Agency personnel responsible for liaison activities with citizen groups shall ensure information is communicated that addresses the nature of the problem, comment, activity, or concern the group expressed.
 5. Improving agency practices bearing on police-community relations is the responsibility of all personnel. When a problem, or potential problem, is observed by, or reported to, any employee, they shall:
 - a. immediately report the situation to their supervisor;
 - b. the supervisor will take corrective action, if necessary, and report the problem to command level staff; and
 - c. command staff personnel shall review the situation for application of corrective measures that could affect the entire organization.
 6. Identifying training needs that impact on community relations activities shall be accomplished through:
 - a. interviews with citizen representatives (groups or individuals);
 - b. consultation with those involved in internal investigations (citizens, employees, supervisors, and Department officials responsible for conducting internal investigations); and

- c. conferences with supervisors and command staff.
7. The establishment of community groups where such groups do not exist shall be the responsibility of the Community Services Officer. Once a need is identified, the Community Services Officer shall utilize the "Neighborhood Watch Program" as the means and process of establishing a community group.
- D. The Community Services Officer will prepare and submit to the Chief of Police an annual report on the community relations function. The report shall include, at a minimum, the following elements:
1. A description of the current concerns voiced by the community (provided in narrative form with examples, contact information on citizen reporting, date of report, etc.);
 2. A description of potential problems that have a bearing on law enforcement activities within the community (traffic, criminal, juvenile, organizational policies or procedures, etc.);
 3. A statement of recommended actions that addresses previously identified concerns and problems (detail should be provided that accelerates the response of corrective measures by the Department); and
 4. A summary of all programs, presentations, or actions taken in regards to community relations and services during the year (security surveys, crime prevention meetings, community awareness presentations, etc.).
- E. All community relations shall be evaluated annually, through an independent audit conducted by the Services Division Commander and a written report will be submitted to the Chief of Police.
- F. The Department is committed to correcting actions, practices, and attitudes that may contribute to community tensions and grievances. Employees shall report all circumstances, events, or conditions that could result in the creation of community relations problems through the chain of command to the Chief of Police.
- G. Procedures for obtaining community input in the development of law enforcement policies include:
1. Review of new and/or existing policies with commissions and citizen advisory groups;

2. Utilization of information obtained through internal affairs investigations from comments and statements made by citizens;
3. Direct response from incidents in which citizens have expressed a specific need; and
4. Information developed from a survey of citizens' attitudes and opinions. The survey is available on the City's website under Public Safety.

GENERAL ORDER	Number: 1-5
MEDIA AND COMMUNITY RELATIONS	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.11.01, ADM.20.01, ADM.20.02, ADM.20.03, ADM.22.01 AND ADM.22.02	
Replaces: 9/24/87, 12/09/02	Issue Date: April 5, 2007
Authorization: Acting Chief Harry W. Reitze	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-7

SUBJECT: CRIME ANALYSIS

EFFECTIVE DATE: MARCH 21, 1988

REVIEW: JANUARY 31, 2008

ISSUED BY: _____
Chief of Police

APPROVED BY: _____
City Manager

POLICY:

Crime analysis is a law enforcement function, utilized by the Falls Church Police Department, whereby data relating to crime is collected, analyzed, and disseminated. Data pertaining to crime and criminal activities are primarily generated from records and reports within the Department. The utilization of this data will assist in preventing and suppressing crime and aid in the apprehension of criminal offenders both strategically and tactically.

PURPOSE:

The purpose of this General Order is to explain how crime analysis stores, retrieves, and analyzes valid and reliable data, and how it will aid line units with useful information that can benefit them in the development of daily operational and tactical plans. Staff units will be able to use this data for planning as it relates to such topics as crime trends, agency resource allocation, crime prevention, and other associated areas.

PART I. PROCEDURES

A. General:

1. Crime Analysis is a functional area of the Services Division Commander, who develops analytical data to meet the needs of the Department.

2. Personnel assigned support functions of Crime Analysis function will report and be accountable to the Services Division Commander.
 3. Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objective by:
 - a. Identifying and analyzing methods of operation of individual criminals.
 - b. Providing crime pattern recognition.
 - c. Providing analyses of data from field interrogation and arrests.
 4. Crime analysis information will be utilized in developing the Department's tactics, strategies, and long-range plans.
- B. Collection of Data:
1. Essential crime analysis data will be captured from data in the Records Management System, RMS, CAD and intelligence resources from joint agency law enforcement efforts.
 2. Known criminal offender data will be collected from arrest data field contact entries.
- C. Collation of Crime:
1. Criminal offense data may be collated and charted by crime type, time, and geographical location.
 2. RMS is capable of generating information that will help to identify similarities among different offenses and reveal patterns in the characteristics of current crime problems. Some of these printouts may include:
 - a. Offense reports
 - b. Offenders
 - c. Modus operandi factors
 - d. Suspect actions

- e. Field contacts
- f. Property
- g. Suspect actions
- h. Method of entry
- i. Place of entry
- j. Day, date, and time of occurrence
- k. Location
- l. Structure type
- m. Suspect personal descriptions
- n. Reporting areas

D. Crime Data Analysis:

1. Data for analytical purposes shall be maintained for a period of three (3) years.
2. Arrest statistics and officer activity will be analyzed by the Services Division Commander or designee on a monthly basis. Reports will be prepared and submitted to the Command Staff for dissemination

E. Dissemination of Crime Data:

1. Information will be disseminated in a timely fashion to the Division Commanders, who may assign patrol shifts or detectives any directed patrol assignment necessary to reduce known problem areas within the City. This also may include revised personnel resource allocations, if necessary to reduce crime.
2. Division Commanders may find the information disseminated to be both strategically and tactically valuable. However, the information may not provide evidence for arrest in and of itself. The information along with some collaborating evidence may make good probable cause for an arrest to be made.

3. Occasionally, certain crime information will be disseminated to the general public in an effort to enhance public information and solicit community assistance and support. Normally, such release of information will be handled by the Community Services Officer.
4. The Services Division Commander will ensure that appropriate criminal information is disseminated to the local press and to crime prevention groups in the community.
5. Information concerning police operational matters (i.e., suspects, known offenders, investigative leads, etc.) will be carefully controlled and will not normally be disseminated.

F. Use of Crime Analysis Information:

1. Crime Analysis information will be used by the Command Staff in:
 - a. Short range tactical planning of crime reduction techniques and strategies.
 - b. In the development of departmental plans for a response to operational problems.
 - c. In long range planning, particularly as it relates to predicting personnel allocation and resources needed for a multi-year period.

G. Evaluation of Data:

1. For the Crime Analysis function to be effective, feedback from the Uniform Patrol Division, Criminal Investigations Unit, POP, SRO and CSO units will be essential. The utility and effectiveness of crime analysis can be evaluated by:
 - a. Seeing crime reduced in certain areas as a result of useful crime analytical information.
 - b. An increase in arrest in dealing with certain problems identified in the analysis process.
 - c. Having specific problem areas identified by analysis data gathered through the RMS incident report system.
2. Feedback relating to crime analysis data given out to commanders and supervisors is an essential part of evaluating the analytical

effort. Such feedback will provide the Command Staff with information as to whether the crime analysis process, as currently employed, is efficient and whether its products are effective tools for combating the crimes selected by the department for analysis.

3. Division commanders and shift supervisors should solicit feedback from their officers on analytical data provided and shall provide comments for Command Staff discussion at the weekly staff meetings.

GENERAL ORDER	Number: 1-7
CRIME ANALYSIS	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.11.01	
Replaces: 12/6/02	Issue Date: February 6, 2008
Authorization: Chief Harry W. Reitze	Follow-up Date: As Required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-8

SUBJECT: SERIOUS INCIDENT
NOTIFICATION

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: JUNE 17, 2015

ISSUED BY: _____
Chief of Police

APPROVED BY: _____
City Manager

POLICY:

To establish guidelines for the notification of the City Manager, or designee, and the command staff of the City of Falls Church Police Department of any serious incident.

PURPOSE:

The purpose of this General Order is to establish procedures for notifying key City personnel when serious or unusual incidents occur within the City of Falls Church and which involve City of Falls Church personnel, equipment, or facilities.

PART I. DEFINITIONS

- A. "Command Staff" consists of the Chief of Police, the Deputy Chief of Police, the Operations Commander, the Services Commander, and the Administrative Services Commander.

Command Staff personnel are on call 24 hours a day, seven days a week, unless relieved by competent authority. They will respond in person when requested by a Department supervisor for any incident.

- B. "Serious Incident" may include, but is not limited to, the following occurrences:

1. Major Emergencies:

- a. Any disaster in the City of Falls Church, Commonwealth of Virginia, or National Capital Region;
 - b. A riot or civil disturbance within the City of Falls Church, Commonwealth of Virginia, or National Capital Region;
 - c. Any national emergency that may have an impact on the Commonwealth or the City;
 - d. A plane crash in the City of Falls Church or National Capital Region, that due to the size of the plane or location within the National Capital Region may have an impact or indirect impact on the City of Falls Church; and
 - e. Any major incidents occurring in a neighboring jurisdiction that may, by its proximity, require the assistance or commitment of our personnel.
2. Major Crime or Significant Incident within the City:
- a. Any homicide, sex offense or felony assault where serious bodily harm has occurred;
 - b. Any fatal accident;
 - c. Any significant offense committed against a prominent person or their family;
 - d. Any robbery, burglary or larceny involving an unusually large amount of money or property;
 - e. Any criminal act allegedly committed by any Police Department personnel;
 - f. Any terrorist act or incident;
 - g. Any hostage/barricade situation occurring within the City of Falls Church or involving any of the City's schools; and
 - h. Any major incident occurring on City property or on City-owned property located outside the boundaries of the City.
3. Serious Injury or Death to:

- a. Any Police Department personnel;
 - b. Any Department head or City official;
 - c. Any prominent person, if the incident occurs within the City;
and
 - d. Any person when death or injury is a result of police action.
4. Significant Arrest or Incident Involving:
- a. Any Department head or City official;
 - b. Any State or Federal Government official or key diplomatic figure, if incident occurs within the City; and
 - c. Any prominent person, if the incident occurs within the City.

PART II. NOTIFICATION PROCEDURE

A. Shift Supervisor's Responsibilities

1. The Shift Supervisor shall evaluate the incident to determine whether it meets any of the criteria for notification.
2. If deemed necessary, the Shift Supervisor shall immediately:
 - a. Direct the dispatcher to notify Command Staff, the City Emergency Manager, the CIU Supervisor, and the Accreditation Manager of the incident via priority email. The Shift Supervisor shall be responsible for relaying the message content to the dispatcher.
 - b. Directly notify the Operations Commander of the incident. Direct notification may consist of any of the following:
 - (1) Radio communications;
 - (2) MCT message;
 - (3) Call to cell telephone number;
 - (4) Call to home telephone number;

- (5) In-person notification at residence by local law enforcement officer.

Attempts to notify must be continued until successful.

3. In addition to the serious incidents listed in Part I above, the Shift Supervisor shall be responsible for making the following notifications directly to the appropriate Division Commander in the manner described above:
 - a. The Operations Commander shall be advised of:
 - (1) Any serious felony case;
 - (2) Any incident requiring the review of officer safety protocols;
 - (3) Any incident involving a use of force; and
 - (4) Any situation that the Shift Supervisor deems necessary or which has gone beyond the control or authority of the Shift Supervisor.
 - b. The Services Commander shall be advised of:
 - (1) Any incident involving a major investigation;
 - (2) Any major incident that may involve an internal affairs investigation; and
 - (3) Any complaint against Department personnel of which the Shift Supervisor deems it necessary that Command Staff be notified.
 - c. The Chief of Police and the City Emergency Manager shall be advised of:
 - (1) Any incident involving a weapon of mass destruction (WMD);
 - (2) Any incident involving hazardous materials;
 - (3) Any major communications equipment failure such as radio or CAD;

- (4) Any incident that threatens the security of any City building or City of Falls Church community;
- (5) Any incident that overwhelms, or may overwhelm, the capabilities of the on-duty dispatcher; and
- (6) Any directive to stand up or open the City's Emergency Operations Center.

B. Division Commander's Responsibilities

When so advised by the Shift Supervisor, the Division Commander shall directly notify the Chief of Police of any serious incident.

C. Responsibilities of the Chief of Police

It shall be the duty of the Chief of Police to notify the City Manager of any serious incident.

GENERAL ORDER	Number: 1-8
SERIOUS INCIDENT NOTIFICATION	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: OPR.05.01	
Replaces: 9/24/87, 12/09/02, 04/04/07, 05/17/10, 07/16/14	Issue Date: AUGUST 5, 2015
Authorization: Chief Mary Gavin	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-9

SUBJECT: RELATIONSHIPS WITH OTHER
AGENCIES/REFERRALS

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: December 4, 2006

ISSUED BY: _____
Acting Chief of Police

APPROVED BY: _____
Acting City Manager

POLICY:

Maintaining effective liaison and open channels of communication between the Falls Church Police Department, neighboring law enforcement agencies and other criminal justice and referral agencies are essential first steps in improving cooperation. Good liaison can break down barriers that may exist and can result in a more efficient and effective law enforcement operation.

PURPOSE:

To establish procedures and responsibilities for liaison between the Falls Church Police Department, neighboring law enforcement agencies and other criminal justice and/or social service agencies, both public and private.

PART I. CRIMINAL JUSTICE SYSTEM AND SUPPORTING AGENCIES

- A. This written directive includes the following groups and criminal justice organizations:
 - 1. Local adult and juvenile courts:
 - a. Arlington County Circuit Court;
 - b. Falls Church Juvenile and Domestic Court;
 - c. Clerk of the Court (Falls Church and Arlington);
 - d. Defense Attorneys.

2. Prosecutors:
 - a. Commonwealth's Attorney's Office, Arlington;
 - b. City Attorney, Falls Church.
 3. Probation and Parole Agencies:
 - a. Juvenile and Probation, Falls Church;
 - b. Virginia Probation and Parole.
 4. Adult and Juvenile Correctional Agencies:
 - a. Northern Virginia Juvenile Detention Home;
 - b. Alternatives to Juvenile Detention, Aurora House;
 - c. Arlington County Adult Detention Facility;
 - d. Virginia State Correctional System.
 5. Regional Interagency Coordination and Planning:
 - a. Metropolitan Washington Council of Governments;
 - b. City of Falls Church Citizens Advisory Committee on Transportation;
 - c. Virginia State Department of Transportation.
- B. It shall be the responsibility of all department personnel to maintain good working relationships and communications with all criminal justice agencies. The Falls Church Police Department will provide all possible information, assistance, and support to these agencies allowed by law and consistent with proper criminal investigation guidelines.

PART II. PROCEDURES

- A. Criminal Justice Agencies:
 1. The Chief of Police will be notified anytime a problem or a potential communication barrier is identified that could damage or affect liaison activities between the department and other supporting agencies. Notification shall be forwarded through the appropriate chain of command.
 2. Information exchange and coordination of activities with outside agencies shall be accomplished by participation in regional meetings and direct contact as needed.

3. During the investigative or prosecution phase of a police investigation (including planning for arrests or pretrial coordination), any questions of law or criminal procedure will be addressed to the Commonwealth's Attorney or the City Attorney, depending on the case under review.
4. Any criminal cases referred to the Commonwealth's Attorney or the City Attorney in which the prosecutor declines to prosecute, or is dismissed owing to alleged law enforcement agency mishandling shall be reviewed by command level personnel. The offices of the prosecuting attorneys are asked to bring such cases to the attention of the Chief of Police.
5. If a multi-jurisdictional task force is organized for the purpose of investigating or controlling criminal activity, the department will participate in such task force, provide information and personnel, and cooperate in any other manner as approved by the Chief of Police.
6. Although the specific pretrial release programs exist locally, Virginia State Code Sections 19.2-74 and 19.2-82 provide the procedures for releasing persons from custody by summons. Department personnel are required to follow this procedure as set forth in law.

B. Non-Criminal Justice Organizations:

1. The Chief of Police or designee will maintain liaison with the Arlington County Fire Department and coordinate the following:
 - a. Development of plans for traffic control and direction at fire or accident scenes;
 - b. Establishment of a good working relationship with the Rescue Section; and
 - c. Communications with officials of the Falls Church Volunteer Fire Department.
2. The Commander, Special Operations Division shall act as the department's liaison with the following organizations to assist with traffic safety issues:
 - a. State of Virginia Department of Motor Vehicles, Highway Safety Branch;
 - b. City of Falls Church Citizen Advisory Committee on Transportation;
 - c. City of Falls Church Planning Division;
 - d. City of Falls Church Department of Environmental Services.

3. Officers and employees of the department often encounter citizens, either adult or juvenile, who need specialized assistance (i.e., marriage counseling, mental health, welfare, etc.). When in the best judgment of the employee this situation arises, the citizen(s) should be referred to the most qualified agency to deal with the factors involved. Information on agencies providing services is maintained by the Communications Unit and is accessible to all personnel. Some examples of the services available are:

- Alcohol and drug abuse counseling
- Spouse and child abuse counseling
- Disaster and financial aid
- Food, clothing, and housing assistance
- Legal assistance
- Mental and medical health assistance
- Transportation.

GENERAL ORDER	Number: 1-9
RELATIONSHIPS WITH OTHER AGENCIES/REFERRALS	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.14.01 and ADM.14.02	
Replaces: 9/24/87, 12/09/02	Issue Date: December 5, 2006
Authorization: Chief Robert Murray	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-10

SUBJECT: RADIO AND VEHICLE ISSUE
AND MAINTENANCE

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: APRIL 27, 2007

ISSUED BY: _____
Acting Chief of Police

APPROVED BY: _____
City Manager

POLICY:

Every member of the Falls Church Police Department has individual responsibility for the care, daily inspection, and maintenance of portable radios, police vehicles, and equipment assigned to each vehicle. Cooperation of all personnel is essential.

PURPOSE:

The purpose of this General Order is to establish guidelines for the inspection and repair/maintenance of portable radios, police vehicles, and equipment assigned to the vehicle.

PART I. PROCEDURES

A. Vehicle/Radio Issue:

1. Normally, marked police units will be assigned for routine or general patrol duties. These vehicles will have rotating or blinking red and blue lights attached to the roof or mounted in the grill area, a siren, and a mobile radio transceiver. For specialized proactive patrol, (e.g., DWI enforcement, speed enforcement, etc.) supervisors may direct the use of unmarked vehicles, as available. Unmarked vehicles so used must be equipped with a siren, emergency lights and a radio, all in operational order. Shift supervisors must ensure that officers utilizing unmarked police

vehicles remember that these vehicles pose additional hazards by virtue of their lack of visible markings. Under no circumstances will an unmarked vehicle not equipped with lights and sirens be operated as an emergency vehicle.

2. During roll call briefing or prior to street duty, shift supervisors will make appropriate assignments with priority given to Mobile Video Recording equipped vehicles.
3. Officers assigned street duty will ensure that they are marked on with their duty communications number and vehicle number.
4. Employees assigned to or operating a department vehicle will be responsible for that vehicle and its equipment and supplies.

B. Daily Equipment Inspection:

1. Every officer will make a daily inspection of their portable radio prior to street duty. Radios that are damaged or in need of repair will be placed out of service and left with the dispatcher who will notify the appropriate vendor.
2. Officers will conduct a daily inspection of their assigned vehicle. Inspection of exterior of vehicle, tires, warning light (roof and/or grill), siren/PA system, rifle, mobile radios and shotgun will be made prior to street duty. If emergency situations requiring immediate officer response arise prior to vehicle inspection, the inspection will be made following clearance of that call.
3. Patrol officers will inspect vehicles for basic police and accident investigation supplies. Each vehicle will contain the following equipment:
 - a. Organizer bag containing ballistic helmet, rifle resistant ballistic plate and carrier, preliminary breath test, barrier tape, and a roll-a-measure.
 - b. A minimum of 12 flares.
 - c. Fire extinguisher with current inspection.
 - d. First aid kit and blanket and PPE kit.

- e. Designated cruisers shall have AEDs.
 - f. Respirator kit.
4. If vehicle inspection reveals shortages or damage to equipment/supplies officers will inform their supervisors. If damage to vehicles or City equipment is found, the officer will complete an incident report listing the details and submit it to their supervisor prior to ending their tour of duty.
 5. Mechanical trouble discovered during unit operation should be reported immediately to the shift supervisor. The shift supervisor will determine if the vehicle should be placed out-of-service pending repairs.
 6. At the end of the shift, officers will service their assigned vehicle (gas, oil) and record mileage on the Property Yard gas sheet.

C. Repairs and Maintenance:

1. Repairs and maintenance of all Department radio equipment will be the responsibility of the Commander of the Services Division.
2. Repair and maintenance of the police fleet is the responsibility of the Commander of the Operations Division.
3. The on-duty shift supervisor will coordinate daily vehicle repairs and maintenance with the Day Shift and Investigations Unit as follows:
 - a. The Day Shift Supervisor will prioritize needed repairs and arrange for delivery of the units to the garage, minimizing the number of units out of service at one time. Officers delivering a unit will remove the weapons and sensitive equipment issued with the vehicle prior to leaving the vehicle at a garage. All weapons should be secured in the Armory or in police ready racks until the unit is back in service. Shift Supervisors are authorized to make minor emergency repairs during evening/night hours and on holidays and weekends. Replacing fuses, lights, flat tires, etc. are repairs that should be made to keep the unit in service. Major expense repairs (i.e., transmissions and brakes) must be performed by the garage authorized for such services.

- b. Receipts/bills for repair expenses will be forwarded to the Operations Division Commander.
- c. In cases of major mechanical failure which require the towing of a police vehicle, the shift supervisor will make the arrangements.

GENERAL ORDER	Number: 1-10
RADIO AND VEHICLE ISSUE AND MAINTENANCE	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: OPR.01.02, OPR.01.03 OPR.01.05, OPR.01.08 and PER.10.01c	
Replaces: 9/24/87, 12/13/02	Issue Date: May 3, 2007
Authorization: Acting Chief Harry W. Reitze	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-11

SUBJECT: NUMBER IDENTIFICATION
SYSTEM FOR PERSONNEL

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: APRIL 3, 2007

ISSUED BY: _____
Acting Chief of Police

APPROVED BY: _____
City Manager

POLICY:

The Department has a method of identifying individual officers and civilian personnel by unit and computer control number assignment. This allows the Department to track individual officer and shift activity information to ensure that the Department is utilizing personnel resources to its best advantage.

PURPOSE:

The purpose of this General Order is to establish the necessary guidelines governing the assignment of Department personnel unit and computer control numbers, thus improving the collection of information necessary for the efficient operation of the Department.

PART I. PROCEDURES

- A. Each Department individual so designated by the Chief of Police shall be assigned a unit and computer control number.
- B. Unit and computer control numbers will only be assigned by the Division Commanders or designee.
 - 1. Unit numbers shall be used with all radio or other electronic communications.

- 2. Computer control numbers shall be used with all Department paperwork.
- C. No individual will have more than one unit or computer control number.

PART II. ASSIGNMENT OF UNIT AND COMPUTER CONTROL NUMBERS

- A. All unit numbers shall be assigned by the Commander of Operations in the following manner:

1. Command Staff	Unit I through 10 (i.e. Unit 1)
2. Sergeants	Cruiser 30, 40, 50, 60 (i.e. CRU30)
3. Corporals	Cruiser 31, 41, 51, 61 (i.e. CRU31)
4. Patrol Officers	Scout plus designator (i.e. SCT32)
5. Investigators	CID plus designator (i.e. CID1)
6. P.O.P.	Bike plus designator (i.e. BIKE1)
7. K9	K9 plus designator (i.e. K91)
8. Dispatchers	Communications 20 to 30 (i.e. COM20)
9. Community Services Officer	CSO plus designator (i.e. CSO1)
10. School Resource Officer	SRO plus designator (i.e. SRO1)
11. Civilian Personnel	Administration 10 to 30 (i.e. ADMIN10)
12. Crossing Guards	600 to 699 (i.e. CXG612)
13. Sheriff's Deputies	700 to 799 (i.e. SO700)
14. Parking Enforcement	PE plus designator (i.e. PE1)
15. Animal Control Officer	ACO plus designator (i.e. ACO1)

- B. All computer control numbers shall be assigned by the Commander of the Services Division.

PART III. CHANGES OF ASSIGNED UNIT AND COMPUTER CONTROL NUMBERS

- A. No individual having an assigned unit number shall change the number unless so directed by the Commander of the Operations Division.
- B. In the event that a person is promoted or changes position classification, a new unit number will be assigned based on the new position assignment.
- C. The computer control number assigned to individuals will never be changed and shall remain a unique and permanent number to an individual for the entire length of employment with this Department.

GENERAL ORDER	Number: 1-11
NUMBER IDENTIFICATION SYSTEM FOR PERSONNEL	This General Order rescinds all previous General Orders on this subject.
Replaces: 9/24/87, 12/09/02	Issue Date: December 5, 2006
Authorization: Chief Robert Murray	Follow-up Date: As required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-14

SUBJECT: PLANNING AND RESEARCH

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: MARCH 20, 2012

ISSUED BY: _____
Chief of Police

APPROVED BY: _____
City Manager

POLICY:

The City of Falls Church Police Department performs a variety of planning and research functions, including analysis of reported crimes and requests for service, Department planning and budgeting, liaison with other criminal justice planning activities, and developing operational procedures and policy guidelines. These functions and related activities are performed by Department officers under the direction of the Chief of Police.

PURPOSE:

The purpose of this General Order is to explain how Department planning and research functions are performed, assign responsibilities, and clarify relationships.

PART I. PROCEDURES

- A. Planning and research activities are essential to effective management of the Department. Complex demands for law enforcement services and limited City resources require that the Department carefully research operational alternatives and plan future programs.

- B. Planning and research functions are performed under the direct supervision of the Chief of Police and include the following types of activities.
1. Crime analysis is an activity related to planning and research, and is the responsibility of the Commander of the Services Division.
 2. Operations planning is the responsibility of the Commander of the Operations Division. In addition to operational plans for events and activities, the Commander develops and maintains standard operational procedures and designs preventive patrol activities.
 3. Budgeting is a responsibility of the Chief of Police, with input developed by the staff and personnel responsible for the designated function.
 4. Development of personnel resources and allocation of personnel alternatives is a function of the Chief of Police.
 5. System analysis is the responsibility of the Chief of Police, who will periodically review the Department's information management systems and, with input from the Commander of the Services Division consider the feasibility of alternative records management systems as used in departments of comparable size elsewhere in the United States.
 6. Incident-based reporting is a function of the Commander of the Services Division and is performed by the Records Unit.
 7. Contingency planning is done by all staff within functional areas.
 8. Traffic accident and enforcement pattern analysis is done by the Records Unit.
 9. Grant management may be assigned to any appropriate individual or unit by the Chief of Police for the purpose of seeking funding for various enforcement/training projects.
 10. Forms control is a function of the Commander of the Services Division. Form development and revision is the responsibility of the Accreditation Manager.

- C. The Division Commanders will accomplish planning and research activities as part of their normal staff activities, and will report directly to the Chief of Police in the areas of planning and research. The Commander of the Services Division shall serve as the director and coordinator for planning and research.
- D. As a part of the planning and research function, the Commander of the Services Division will coordinate the development of operational policy and procedures and participate in regional planning activities with other criminal justice agencies.
- E. The Commander of the Services Division will ensure that requested analytical reports are provided to the Operations Commander to assist in planning of field patrol activities.
- F. The Chief of Police will ensure the goals and operational objectives for the Department are well planned and documented in order to provide for adequate staffing and operational funding for future years. Multi-year considerations will include:
 - 1. Anticipated workload and population trends;
 - 2. Anticipated personnel levels;
 - 3. Anticipated capital improvements and equipment needs.
 - 4. City strategic plan requirements
 - 5. Local and regional security issues and needs.

GENERAL ORDER	Number: 1-14
PLANNING AND RESEARCH	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.10.01	
Replaces: 12/13/2002, 07/18/2007	Issue Date: March 20, 2012
Authorization: Chief Harry W. Reitze	Follow-up Date: As Required

FALLS CHURCH POLICE DEPARTMENT

GENERAL ORDER NUMBER 1-15

SUBJECT: FISCAL MANAGEMENT

EFFECTIVE DATE: SEPTEMBER 24, 1987

REVIEW: MARCH 26, 2012

ISSUED BY:

Chief of Police

APPROVED BY:

City Manager

POLICY:

The City Charter requires the City Manager to prepare and submit to the City Council an annual budget after receiving revenue and expenditure estimates from each General Manager. The policy of the City of Falls Church Police Department is to prepare an annual budget that accurately reflects the resources needed to provide the highest quality law enforcement and public service for the City and its residents.

PURPOSE:

The purpose of this General Order is to establish Department procedures and practices and to assign certain responsibilities for fiscal management within the Falls Church Police Department.

PART I. PROCEDURES

- A. The Chief of Police has the authority and responsibility for fiscal management and fiscal matters for the Department and must comply with financial requirements established by the City Code and by City Policy. The Chief of Police will be involved in Department financial management through quarterly inspections of the Department's accounts.

- B. Division Commanders shall be responsible for the budgeting, acquisition and receipt of goods and materials necessary to operate their sections.
- C. Annual Budget:
 - 1. The Police Department budget is comprised of the following units:
 - a. Office of the Chief of Police;
 - b. Operations Division, which includes Uniform Patrol, K-9, Traffic; and Parking Enforcement;
 - c. Services Division, which includes Records, Investigations, Community Services Officer, School Resource Officer and Crossing Guards.
 - d. Dispatch (emergency communications);
 - e. Animal Control; and
 - f. Emergency Operations.
 - 2. The Division Commanders are responsible for preparing budget requests for each fiscal year for their areas of responsibility.
 - 3. The Chief of Police shall be responsible for preparing the budget for the Office of the Chief of Police. The Chief is also responsible for the final preparation and submission of the Department budget to the City Manager.
 - 4. Budget line items should be accompanied by written recommendations or initiatives, particularly for those involving additional personnel, new programs or projects, or any major new capital item. A New Initiative Form must be completed for these items and submitted to the City Manager for consideration. Justifications based on detailed operational and activity analysis should be part of the written recommendation, which should clearly demonstrate need, i.e. enhancement of operational capability, etc. All budget supporting documents are retained as part of the Chief's records and/or may be submitted as part of the budget for consideration by the City Manager.

D. Accounting:

1. The Chief's Assistant is responsible for maintaining and tracking all Department financial transactions, comparing monthly budgeted amounts to actuals, and verifying the accuracy of the accounts. Any errors, omissions, or unexplainable transactions will be discussed with the Finance Department and, if necessary, immediately brought to the Chief's attention for follow-up.
2. All accounts are approved by the Chief of Police and monthly status reports shall reflect the initial appropriation for each account or program; monthly beginning balances; expenditures and encumbrances made during the period; and the unencumbered balance.

E. Police Department Cash Funds or Accounts:

1. Petty Cash Fund:
 - a. Is authorized by the Finance Department to provide a ready cash source to reimburse personnel for small emergency purchases. Normally, the maximum amount payable from the fund will be \$25.00. The Petty Cash Fund is maintained and controlled by the Chief of Police, and administered by the Chief's Assistant.
 - b. All requests for reimbursement from the Petty Cash Fund must be accompanied by a receipt or statement, including a description of the expenditure, and must be pre-approved by a member of Command Staff. The Chief will review all reimbursements at the time the account is replenished.
 - c. The Department will follow the written Petty Cash Policies and Procedures issued by the Department of Finance. This written directive governs the fund levels, disbursement, maintenance and recording and reconciliation of the fund.
2. Confidential Fund:
 - a. Expenditures from the Confidential Fund provide for support of vice, narcotics and organized crime control functions such as paying informants and purchasing illegal narcotics and stolen property.

- b. The Deputy Chief is responsible for administration and maintenance of the Confidential Fund.
 - c. Any cash received for any purpose must be evidenced by a two-part receipt which shall include name, date, amount and purpose. The original receipt is given to the person paying the cash and the copy of the receipt remains in the bound Cash Receipts book. At frequencies determined by the Finance Division, all monies shall be turned over to the Treasurer for deposit.
3. An independent audit is conducted annually of the accounts and finances of the City Of Falls Church. All Police Department funds are open for inspection and audit by such auditors at any time and Department personnel will provide the fullest cooperation and assistance. The Petty Cash and Confidential Funds are reconciled on a quarterly basis.
- F. Purchasing:
1. All purchasing of Department supplies and equipment will comply with existing City policy and the Virginia Public Procurement Act.
 2. A Request for Purchase Order and Order Form shall be completed for any employee requiring a purchase of equipment or supplies. These requests must be approved by a Division Commander.
 3. Commanders shall be responsible for purchase of all equipment and supplies for their respective sections.
- G. Fixed Asset Inventory:
1. Annually, as determined by the Director of Finance, all fixed assets of the Police Department will be inventoried and accounted for in accordance with Administrative Regulation 9-1.
- H. Supplemental or Emergency Appropriation and Fund Transfers:
1. Under certain emergency situations in which the Department needs to purchase or obtain specialized equipment to complete a task, the Chief of Police must request additional funding from the City Manager. The City Manager may, in turn, seek City Council approval and authorization for a transfer from the reserve for contingency fund.

GENERAL ORDER	Number: 1-15
FISCAL MANAGEMENT	This General Order rescinds all previous General Orders on this subject.
VLEPSC Number: ADM.15.01, ADM.15.02 AND ADM.15.03	
Replaces: 12/13/02, 05/24/07	Issue Date: March 26, 2012
Authorization: Chief Harry W. Reitze	Follow-up Date: As required